Approved For Release 2002/09/26 PXXATRIDP76400883R000100060024-6

70: Records Administration Branch 702 Magazine Building	FROM: (DIRECTORATE AND OFFICE) DDI/COMIREX *	
SAFES	TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)		11
2 Drawer (free standing)		5
1 Drawer (correspondence)		13
5 Drawer (correspondence)		2
All purpose (with doors)		
Map and Plan File		
Kardex (Slides)		
- Drawer Card (size card;		
- Drawer Card (size card;	inches per drawer)	
OTHER (describe)		
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		1
5 Drawer (correspondence)		8
Map Cabinet Sections		1
Map and Plan File		
Kardex (Slides)		
Safe-T-Stack Units		
20- Drawer Card (73/8x31/4size card; 2	8" inches per drawer)	1
2 - Drawer Card (" size card; 1	6" inches per drawer)	8
OTHER (describe)		The state of the s
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Continue on reverse side

Approved For Release 2002/09/26 : C		0883R00	0400060 BER	024-6	SOLOWER LANCON AND WINDOWS ASSESSED TO S
SHELVING	UNIT WIDTH (in inches)	SECTIONS	SHELVES HIGH	SHELVES	TOTAL CAPACITY IN LINEAR FT.
Correspondence type	36!!	9	6, - 28	63	189
Library type			englis ti samme ang alterioris		
Book Case Sections	33"	9	1 - 4	20	55
Tape shelves			tea.	- digential distribution (e.g. 5 g. physics) - g. col- c	63
Conserv-A-File (roll out units)	42-3/4	' 1	10	10	66-2/3
Conserv-A-File-V (side roll)		g i i kom militaken esti. Andreiti Este, zen avenaan eksaan		Common dina di Perinanda di Per	
Elevator (power files)					
Add-A-Shelf		n, e estrabación y sido, tie na armacian (1, a)	A SET OF THE CONTRACT OF STREET		
Movable Shelves (manual)		and the second s		The second secon	A STATE OF THE STA
Movable Shelves (motorized)			ali en ani en ce ni en ar inconsidentico	- year or the control of the control	
CARD SHELVES (size card;ins per dr)		······································			
OTHER (describe) Bookcase	42 ''	3	1 - 2	2	9
Bookcase (Open)	34'	6	2	6	16-1/2
Mosler-Harbor Shelf Cabinet w/door (15") Mosler-Harbor Shelf Cabinet w/door (18")	72'' 72''	3	7 7	21 7	126 42
REMARKS: Include number of secure and vault areas i *Including EXSUBCOM and ICRS. **Vaults -	n which re	ecords :	are sto	red3**	
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FLOOR SPACE UTILIZED BY FILING EQUIPMENT O/DD/I (COMIREX)

Type of Equipment	Quantity	Floor Space (Sq. Ft.)	
Safe, 2-drawer, Free standing	5 (2@10sq. ft; 3 under	52 single top)	
Safe, 4-drawer	13	130	
Safe, 5-drawer	2	20	
⟨Cabinet, 4-drawer	1	10	
Cabinet, 5-drawer	I Sak kondo	10	
Book-case Sections (w/sliding doors) 9	57.6	
Book-case (Open)	3	12.3	
Conserva-File (Roll-out) (w/5x7 card	l trays) l	13.	
Mosler-Harbor Shelf Cabinet (w/slid	ing doors) 3	33.9	
Mosler-Harbor Shelf Cabinet (w/slid 18" shelves	ing door) 1	15.	
Card File (20-drawer)	1	9	
Card File (2-drawer)	8	6.7	

NOTES: Above listing does not include filing equipment that does not utilize unique floor space (e.g. under desk safes, bookcase shelves placed on desk tops) nor does it include filing equipment located in a vaulted storage area. It does include, however, filing equipment located in a vaulted area that is used as regular office work space.

Square footage figures are based on instructions given by the Records Administration Staff. They do not reflect the true situation because in many instances space in front of filing equipment is utilized for other than filing purposes when that particular file is not being referred to.